

## **Adelphi University Parents Association**

### **Minutes of Meeting, April 11, 2005**

Board Members Present: Mike Cohen, President; Paula Hardway, Treasurer. Additional parents in attendance: Marjorie Guttenplan, Pat Castillo, Kathy and Neal Beekman, Ron Johnson, Rosie Williams, and Joe and Dolores Caraccia. Jeremy Marchese was present from Student Affairs, and Patricia Mitchell from Career Development.

President, Michael Cohen, called the meeting to order at 7:37P.M. Minutes of the March 14<sup>th</sup> meeting were read and approved. One new parent, Ms. Rosie Williams, was present and introduced herself to the group. Her son is a freshman.

Pat Mitchell was the guest speaker from the Career Development Office. She gave a very thorough presentation on the services that her department offers. Students and alumni can e-mail their resumes to the Career Development Office to be reviewed by professional staff there and then sent back. The goal of the department is to educate people regarding careers and career advancement. The office is open late every Wednesday evening as well as during seminars or workshops. Drop-in hours are available.

Nearly every one of their publications is available on the department's website, which is <http://students.adelphi.edu/career>. The office's database is Monstertrak.com, which is specific to universities. Job listings are posted on this website and also e-mailed to the department.

Career Development employs an Internship Coordinator who counsels those who are applying for internships. Campus employment is also instituted through this office. A new program that this office has begun is the Student Worker Action Team (S.W.A.T.), which is short term employment in other departments on campus. The office's newsletter is called "Postings," and is published every semester. Included in this publication are the dates of seminars and workshops. Mock interviews are also conducted by this office in order to help students prepare for job interviews. They also provide "Interest Assessments" in order to determine what types of career will best match student interests.

Jeremy Marchese reported that the response to the parent fundraising letter was beginning to dwindle down, but that the overall response exceeded our expectations.

The Senior Award applicants have been narrowed down to 7 finalists, who will be meeting with the Board for their individual interviews on April 18<sup>th</sup>.

Jeremy reported that the Panther Parent Newsletter was printed and would be sent out from the mailroom within a few days.

Paula Hardway gave the treasurer's report and indicated that the balance in the account was currently \$2,966.18.

Meeting was adjourned at 8:45P.M. The next meeting will be on Monday, May 9, 2005 at 7:30P.M. The guest speaker will be Evan Sarris, President of the Student Government Association.